



SYMBIOSIS INTERNATIONAL (DEEMED UNIVERSITY)

(Established under Section 3 of the UGC Act, 1956)

Re-accredited by NAAC with 'A' Grade (3.58/4) | Awarded Category – I by UGC

Founder: Prof. Dr. S. B. Mujumdar, M.Sc., Ph.D. (Awarded Padma Bhushan and Padma Shri by President of India)

APPLICATION FORM FOR TRANSCRIPT

To,

The Controller of Examinations
Symbiosis International (Deemed University),
Gram - Lavale, Tal - Mulshi,
Dist.: Pune - 412 115.

Sir / Madam,

Reference is made to SIU Circular No. 139 of 2009 vide letter No. SIU/605/3750 dated 16.12.2009 regarding transcript. My details for transcript are as under:

(1) Name of the alumni: _____

(2) Father's First name: _____

(3) Mother's First name: _____

(4) Institute / Department: _____ (5) Programme _____

(6) Permanent Registration No. (PRN) _____

(7) Specialization _____ (8) CGPA _____

(9) Exchange Program (please ✓ if applicable): GIP ☐ Summer School ☐ any other ☐

(10) Details of Gold Medal rewarded during convocation (if any) _____

(11) Category (please ✓) : OPEN / SC / ST / DA / KM / PIO / NRI / FN / OCI / Others

Note: If you are applying for WES, kindly enclosed WES application form along with degree certificate copy.

Total No. of sets required _____

Please tick (✓) the appropriate box

I wish to collect my transcript personally: ☐

Please dispatch my transcript to the following address: ☐

Contact details (Mobile) _____ email _____

Payment Details : -

Bank Name:					
Transaction Reference OR IMPS No. / Demand Draft / Cash Receipt No.		Dated :		Amount:	

Signature of the Alumni: _____

Date: _____



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The procedure for acquiring the Transcript is as follows:

- 1) Student will download the Transcript application form from the website (www.siu.edu.in)
- 2) The Transcript will be issued by Symbiosis International (Deemed University) for **Full Time and or Part Time degree programme under CGPA system only from the Academic Year 2007 (Batch 2007 onwards). For programmes under Marking System & Diplomas Transcript will be issued by the respective Institutes / Departments.**
- 3) **A)** The charges as applicable are to be paid through Demand Draft of Nationalized Bank in the name of **Symbiosis International University, payable at Pune** or paying by cash in the office of Finance Department, SIU, Lavale along with application form.
B) The charges can be paid through online payment. Please contact transcript@siu.edu.in to get further details.
- 4) The Transcript will be issued within 15 working days against the receipt of application form, copy of Consolidated Grade Sheet / Certificate of Passing / last Semester Grade Sheet & demand draft only in the University office.
- 5) Timing for cash payment & collection of Transcript is Monday to Saturday 10.00 am to 4.00 pm.

The Transcript charges are as follows:

Description	For Indian Students (Amount Rs.)	For International Students (PIO / NRI / FN / OCI) (US \$)
Degree Programme (Under CGPA System)	Rs. 500/- Per Set	USD 40 Per Set in Equivalent Indian Rupees International Students (PIO / NRI / FN / OCI) USD 20 for postage included
Postal Charges Within India Outside India	Rs. 250/- Rs. 1500/-	